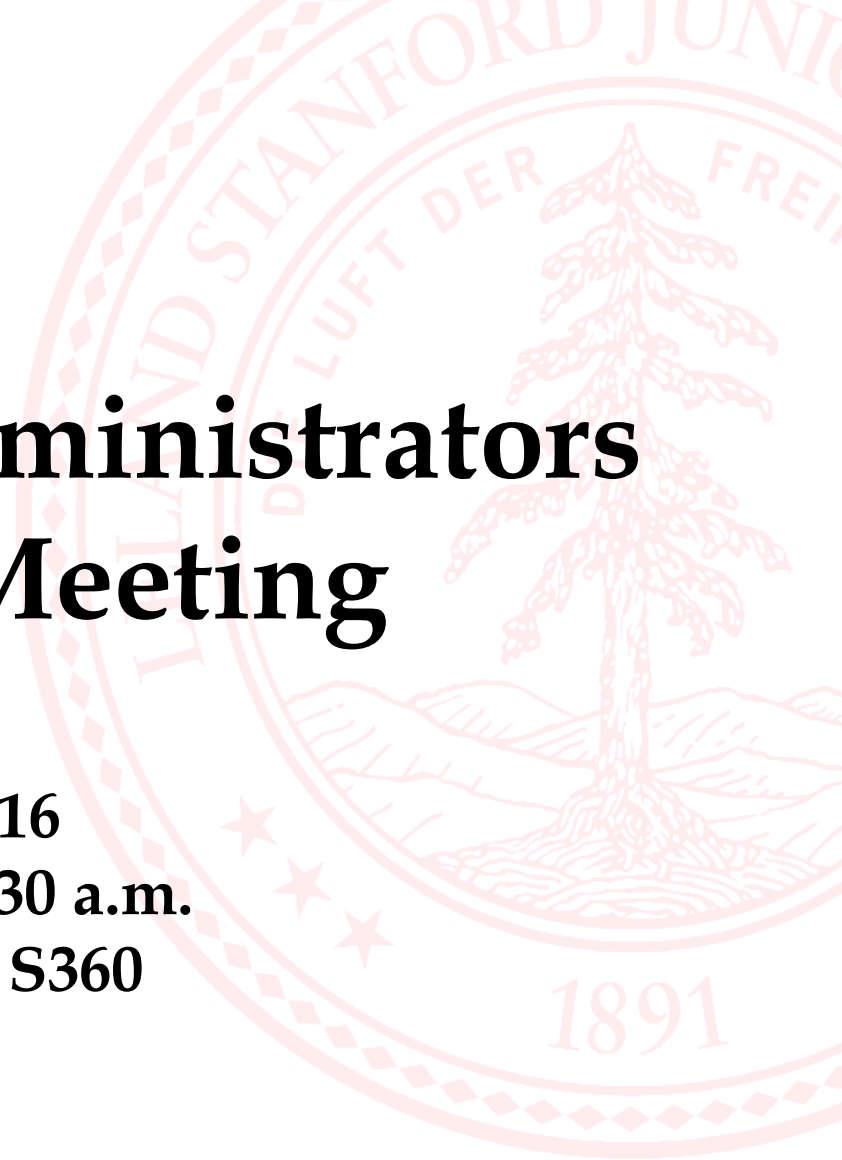


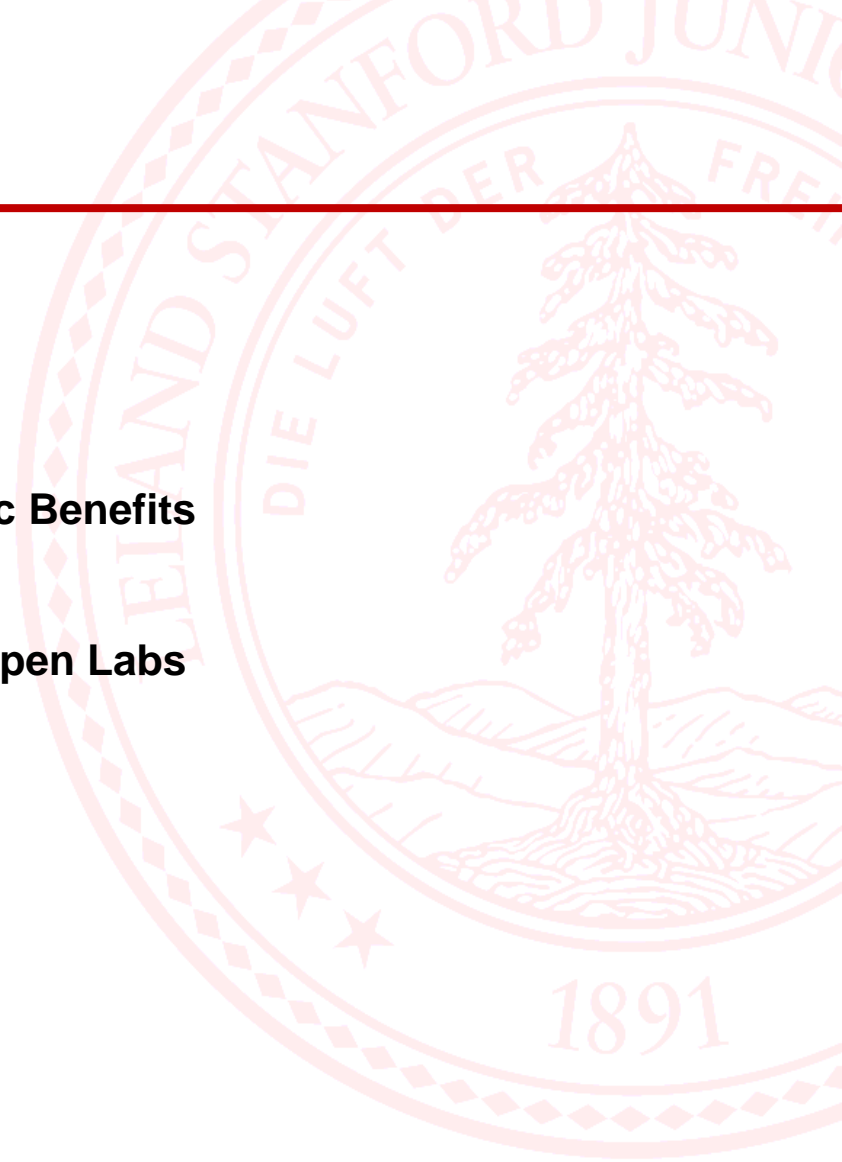
Postdoctoral Administrators Quarterly Meeting

**July 14, 2016
10:00 a.m. – 11:30 a.m.
Clark Center S360**



Agenda

- ❖ **Program Updates**
- ❖ **Benelagic**
- ❖ **Transition from Cardinal Care to Postdoc Benefits**
- ❖ **Disability Leave Reminders**
- ❖ **Updated Training Options and Drop In Open Labs**
- ❖ **New Protocol and QPR Training**



Program Updates

Robin Sugiura



Program Updates

The background of the slide features a large, faint watermark of the Stanford University seal. The seal is circular and contains a redwood tree in the center, with the text 'LELAND STANFORD JUNIOR' at the top and '1891' at the bottom. The seal is rendered in a light red color.

- Wellness:
 - Mindfulness BBL – July 22
 - Resilience through Change BBL – August 9 & 16
 - Burnout BBL – August 27
 - Yoga – starting soon
- Teaching:
 - Pedagogy Journal Club on Student Engagement in the Classroom – August 24
 - 2-day Teaching Workshop – August 11 & 12
- Communication:
 - Difficult Conversations/Managing Power Imbalance with the Faculty-Staff (and Postdocs) Help Center – August 18

Benelogic

Denise Livengood



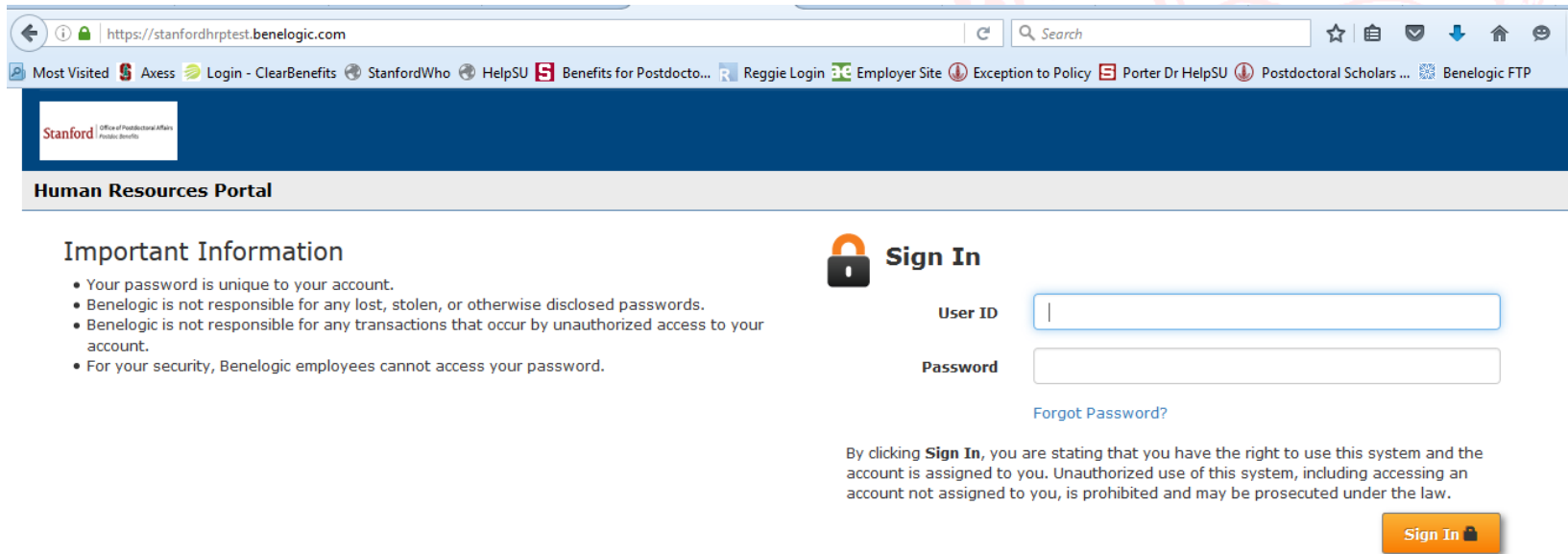
Benelogic

A large, faint watermark of the Stanford University seal is visible in the background of the slide. The seal features a redwood tree in the center, surrounded by the text 'LEGI STANFORD JUNIO' at the top and '1891' at the bottom. The seal is partially obscured by the text and a red horizontal line.

- **On or around August 18, 2016, ClearBenefits will cease to be our Postdoc Benefits Management Platform**
- **Benelogic will be our new benefits management platform**
- **A possible shutdown of both systems for data transfer and updates**
- **Redirects will be in place from ClearBenefits to Benelogic**
- **The PTA module has been replicated in Benelogic**

Benelogic

- <https://stanfordhrptest.benelogic.com>
- **Test User somcardionly2**



The screenshot shows a web browser window with the URL <https://stanfordhrptest.benelogic.com>. The browser's address bar and tabs are visible. The page content includes a header with the Stanford logo and the text "Office of Postdoctoral Affairs Postdoc Benefits". Below the header is a section titled "Human Resources Portal".

Important Information

- Your password is unique to your account.
- Benelogic is not responsible for any lost, stolen, or otherwise disclosed passwords.
- Benelogic is not responsible for any transactions that occur by unauthorized access to your account.
- For your security, Benelogic employees cannot access your password.

Sign In

User ID

Password

[Forgot Password?](#)

By clicking **Sign In**, you are stating that you have the right to use this system and the account is assigned to you. Unauthorized use of this system, including accessing an account not assigned to you, is prohibited and may be prosecuted under the law.

[Sign In](#)

Benelogic Transition

The background of the slide features a large, faint watermark of the Stanford University seal. The seal is circular and contains a redwood tree in the center, with the text 'LELAND STANFORD JUNIOR' at the top and '1891' at the bottom. The seal is rendered in a light red color.

- Data file feed is sent from PeopleSoft to Benelogic for new postdocs automatically
- The following will still need manual updates in Benelogic (Postdoc Benefits will complete):
 - Changes to Start Dates
 - Terminations
 - Department Transfers*
- We only want records for NEW postdocs to be sent over on the file

Benelogic Transition

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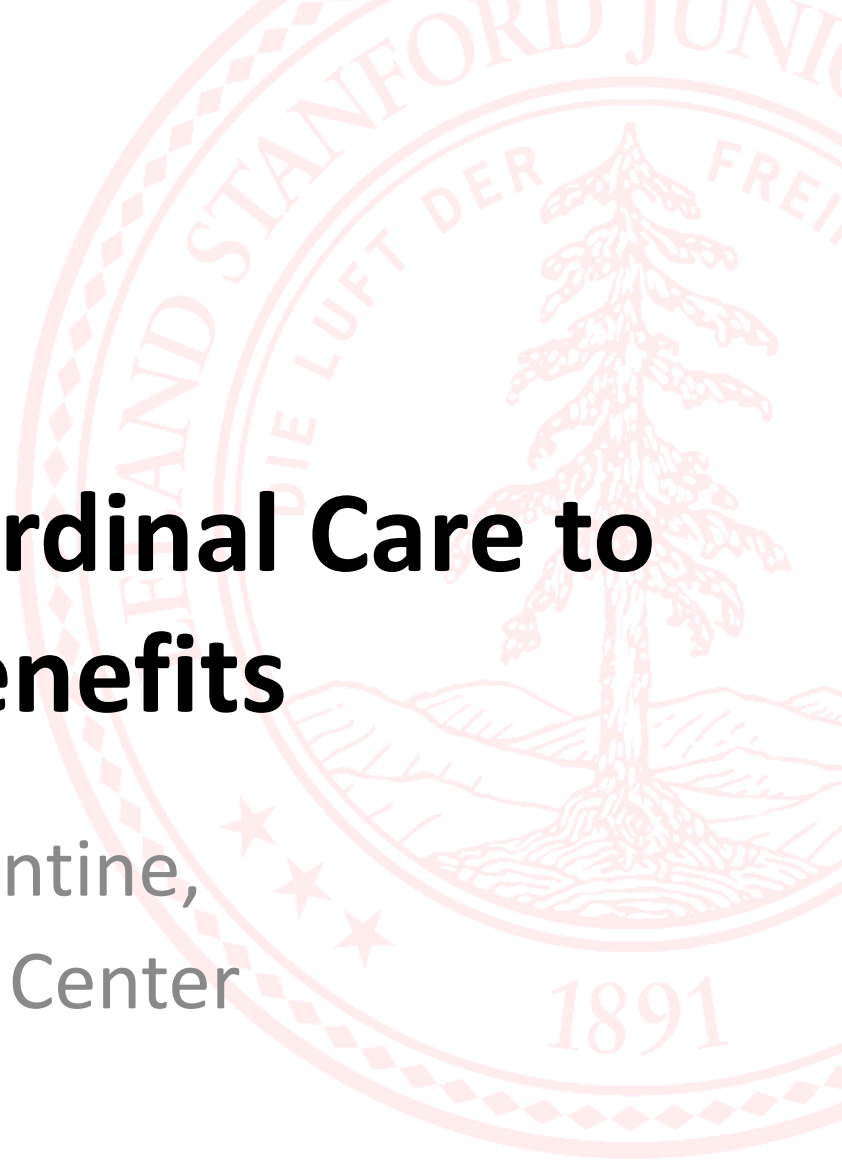
- Will need to pay particular attention to the ***Department Transfer*** field at the top of the recommendation Form
- Double-check correctness of Yes/No
 - Enter “Yes” if and only if the postdoc had a previous postdoc appointment through OPA (i.e. Visiting Scholar, VSR, grad student classifications do not count)
 - Enter “No” if it is a brand new postdoc to Stanford; this will ensure the record gets over to Benelogic

Benellogic Transition

- If “Yes” was entered, when “No” should have been, a Benellogic record will not be created for a new postdoc
 - Creates a lot of additional work to add
 - Could cause delays in benefits sign-up for postdoc
- If “No” was entered, when “Yes” should have been, it will create errors in the file feed
 - Creates a lot of additional work to fix

Transition from Cardinal Care to Postdoc Benefits

Johanna Infantine,
Vaden Health Center



Stanford | Vaden Health Center

- **Stanford University requires that all registered students carry adequate health insurance. This requirement can be met either through Cardinal Care, the university sponsored health insurance plan, or through an alternative insurance plan that has comparable benefits.**
- **Summer Quarter entry students are charged health insurance for that quarter. For students who enter Stanford in Autumn, enrollment in Cardinal Care is an annual commitment with fees that are charged over three academic quarters (Autumn, Winter, Spring/Summer). The plan year runs September 1 through August 31.**
- **All policies relative to Cardinal Care and services offered at Vaden Health Center can be found in the annual publication *Student Health Matters*:**

<https://issuu.com/studenthealthmatters/docs/2015-16-student-health-matters-news>

<https://vaden.stanford.edu/>

Stanford | Vaden Health Center

- **Cardinal Care includes medical coverage through Health Net and dental coverage through Delta Dental**
- **Enrollment in Cardinal Care is automatic for all students**
 - **Deadline to waive or acknowledge enrollment is June 15 for Summer Quarter**
 - **Deadline to waive or acknowledge enrollment is September 15 for Autumn Quarter**
 - **Decision made at start of academic year is binding for the year**
- **Cost for 2015 - 2016 Summer Quarter - \$1,170**
- **Cost for 2016 – 2017 Academic Year**
 - **\$4,968 per year**
 - **Billed over three quarters at \$1,656 per quarter**
- **2015 - 2016 Campus Health Service Fee for Summer Quarter - \$197**
- **2016 - 2017 Campus Health Service Fee - \$203 per quarter**

<https://vaden.stanford.edu/>

Stanford | Vaden Health Center

- **Students wishing to waive Cardinal Care for Summer Quarter 2015-2016 must do so by the June 15th waiver deadline:**
 - US/domestic students waive via Axess
 - International students waive by submitting the International Student Health Insurance Certification Form:
 - https://vaden.stanford.edu/sites/default/files/insurance-coverage-certification_0.pdf
- **Students wishing to waive Cardinal Care for 2016-2017 must do so by the September 15th waiver deadline:**
 - US/domestic students waive via Axess
 - International students waive by submitting the International Student Health Insurance Certification Form:
 - https://vaden.stanford.edu/sites/default/files/insurance-coverage-certification_0.pdf

<https://vaden.stanford.edu/>

Stanford | Vaden Health Center

- **Services available at Vaden Health Center and covered under the Campus Health Service Fee include:**
 - Primary care services including medical appointments during weekday hours; 24-hour telephone medical advice; web-based booking of weekday appointments
 - Psychological evaluation and short-term therapy; 24-hour crisis service
 - Nutrition counseling and education
- **Services available at Vaden Health Center but not covered under the CHSF:**
 - Pharmacy prescriptions and other medications
 - Physical Therapy treatment
 - Allergy, Immunization; and Injection Clinic services
 - Travel Clinic visits and travel-related vaccinations

Stanford | Vaden Health Center

Early Cancellation of Cardinal Care

- Students enrolled in Cardinal Care who graduate during Autumn or Winter Quarters and switch to a Post Doc appointment can request early cancellation of health insurance by submitting a Help Ticket to us at:
- www.helpsu.Stanford.edu
- Choose “Student Services” in the first category and “Health Insurance” in the second.
- We must receive early cancellation requests via a Help Ticket from the student.
- We cannot process early cancellation requests submitted by the department administrator; we need written verification from the student that they wish to cancel Cardinal Care.
- Cardinal Care is not automatically terminated when a student switches to a Post Doc appointment.

Disability Leave Reminders

Sandra DeGaine

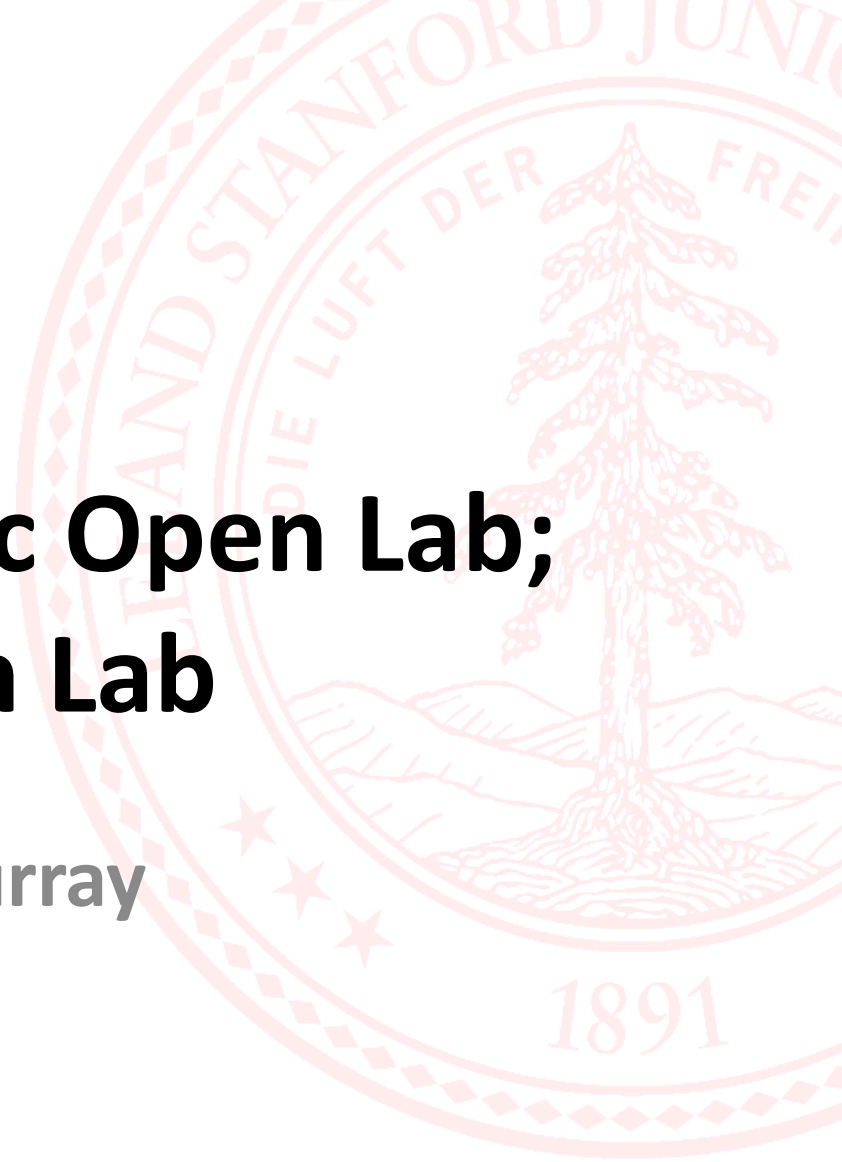


Disability Leave Reminders

- Postdocs need to notify Postdoc Benefits of estimated due date so that an individual maternity leave meeting can be scheduled along with the department administrator
- Salary paid male postdocs are eligible for paternity leave for up to 6 weeks, they need to contact postdoc benefits prior to leave beginning to complete required paperwork
- August 10th at 2:00, G19 – Our next Maternity/Paternity Information session, admins are welcome to attend
- If your postdoc notifies you of leave updates and PD benefits is not copied, please forward
- GFS spreadsheets will be provided if I am notified of last day worked and/or delivery date

Training; Postdoc Open Lab; GFS Open Lab

Alistair Murray



Updated Training Options

A large, faint watermark of the Stanford University seal is visible in the background on the right side of the slide. The seal features a redwood tree in the center, surrounded by the text 'LELAND STANFORD JUNIOR' at the top and '1891' at the bottom. The seal is partially obscured by the text of the slide.

- Postdoc Policy and Web Forms Training
 - Submit HelpSU ticket to schedule training
 - Option One: One-on-one or small group, classroom training sessions in MSOB, OR
 - Option Two: On your desktop via conference software

Postdoc In-Class Training

- Classroom Postdoc Admin Training for Postdoc Policy and Web Forms:
 - First Friday of every month, 8:30 am – 10:30 am
 - **1265 Welch Road, MSOB, x140**
 - MSOB does not have computers, so bring your laptop
- PeopleSoft Open Labs for help with GFS, other PeopleSoft systems and STARS:
 - **Friday, every other week**, 9:00 am – Noon
 - [Birch Modular, Lab B \(215 Panama St\)](#)
 - **Submit HelpSU to PeopleSoft GFS for remote session assistance or for specific dates for “every other Friday”**

The background features a large, faint watermark of the Stanford University seal. The seal is circular and contains a redwood tree in the center, with the Latin motto "DIE LUFT DER FREI" (The air of the free) around it. The year "1891" is at the bottom, and the words "L. DIE LUFT DER FREI" are at the top. The seal is surrounded by a diamond-patterned border.

New Protocol; QPR Training; and Other Important Information

Dr. Sofie Kleppner

New Protocol; IDP Training



- New protocol in the event of a postdoc death
 - See [postdocs.Stanford.edu](https://postdocs.stanford.edu)
- QPR Training available to Admins
 - Guidance for assisting a Postdoc in distress
- The faculty subcommittee review process for 6th year exception requests is lengthy
 - PLEASE submit requests at least 3-6 months prior to appointment (and visa) end dates

Open Forum

Questions?

HelpSU.stanford.edu

(Category: "Student Services"; Request Type: "Postdoctoral Affairs")

PLEASE DO NOT email postdocaffairs@Stanford.edu for urgent matters.